




# **TCEQ Interoffice Memorandum**

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**To:** Commissioners  
Zak Covar, Executive Director

**From:** Elizabeth West, Senior Attorney   
Contracts, Employment Law and Ethics  
General Law Division

David Timberger, Director   
General Law Division

Caroline M. Sweeney, Deputy Director   
Office of Legal Services

**DATE:** September 17, 2013

**Caption:** **Docket No. 2013-1657-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 of the Government Code provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 of the Government Code further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." The Executive Director's approval memorandum is attached as Exhibit "D."

Attachments

**Texas Commission On Environmental Quality  
AGENDA ITEM REQUEST**

**AGENDA REQUESTED:** October 9, 2013  
**DATE OF REQUEST:** September 5, 2013  
**NAME & NUMBER OF PERSON TO CONTACT REGARDING CHANGES TO  
THIS REQUEST, IF NEEDED:** Sara Taubman at 239-3664

**CAPTION: Docket No. 2013-1657-MIS:** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts by certain state agencies. [Elizabeth West]

**Chief Clerk must send Notice of Application/Hearing:**

**Type of Matter:**

**County:**

**Uncontested:**

**Contested:**



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**David Timberger, Director  
General Law Division**

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



A RESOLUTION      Regarding acceptance of gifts and donations in accordance with Chapter 575 of the Government Code concerning acceptance of gifts and donations by certain state agencies; TCEQ Docket No. 2013-1657-MIS

WHEREAS, Chapter 575 of the Government Code provides that a majority of the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted.

WHEREAS, a list of gifts and donations submitted for acknowledgment is attached as Exhibit "A." The gifts have been accepted by the Executive Director. The list includes a description and amount of each gift or donation with a value of \$500.00 or more, the donor's name, and a statement regarding the purpose of each gift or donation in accordance with Section 575.004 of Chapter 575.

NOW, THEREFORE BE IT RESOLVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the Commission acknowledges acceptance of the gifts and donations listed in Exhibit "A" in accordance with Chapter 575 of the Government Code.

Issued this the \_\_\_\_\_ day of \_\_\_\_\_, 2013

TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY

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Bryan W. Shaw, Ph.D., Chairman

**Exhibit "A"**

**Chapter 575 of the Government Code**

## **CHAPTER 575. ACCEPTANCE OF GIFT BY STATE AGENCY**

### **§ 575.001. Definitions**

In this chapter:

(1) "Gift" means a donation of money or property.

(2) "State agency" means a board, commission, council, committee, department, office, agency, or other governmental entity in the executive or judicial branch of state government. The term does not include an institution of higher education as defined by Section 61.003, Education Code.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.002. Gifts of \$500 or More**

This chapter applies only to a gift that has a value of \$500 or more.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.003. Acceptance of Gift by State Agency Governing Board**

A state agency that has a governing board may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift not later than the 90th day after the date the gift is accepted.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 143, § 1, eff. Sept. 1, 1999.

### **§ 575.004. Record of Gift**

A state agency that accepts a gift must record the name of the donor, a description of the gift, and a statement of the purpose of the gift in:

(1) the minutes of the governing board of the agency; or

(2) appropriate agency records, if the agency does not have a governing board.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.005. Acceptance of Gift From Party to Contested Case Prohibited**

A state agency may not accept a gift from a person who is a party to a contested case before the agency until the 30th day after the date the decision in the case becomes final under Section 2001.144. In this section, "contested case" has the meaning assigned by Section 2001.003.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

## **Exhibit “B”**

### **List of Gifts and Donations**

# TEXAS NATURAL RESOURCE CONSERVATION COMMISSION DECLARATION OF THIRD PARTY REIMBURSEMENT

June 2013 through Sept 2013

Over \$500

| REIMBURSING ORGANIZATION                                  | TRAVELERS NAME    | DATES OF TRAVEL | DESTINATION       | PURPOSE OF TRIP   | REIMBURSED  | REIMBURSED TOTAL |
|---|-------------------|-----------------|-------------------|---|---|------------------|
| Association of State Drinking Water Administrators (ASDW) | Diehl, Alicia     | 05/07-05/09/13  | Des Moines, IA    | Attend the EPA Region 6 Area Wide Optimization Program meeting co-sponsored by the EPA and the Association of State Drinking Water Administrators to gain insight and information related to optimizing the ability of the public water systems to protect public health and meet regulatory requirements of the State Drinking Water Act and its amendments. | Mileage: \$437.00<br>Lodging: \$252.00  | \$689.00         |
| The Conservation Fund                                     | Lee, Britany M.   | 07/07-07/12/13  | Shepherdstown, WV | TC Mitigation and IRT Course.   | Meals: \$255.00<br>Lodging: \$390.00<br>other: \$75.00  | \$720.00         |
| EPA-FIFRA   | Grant, Roberta L. | 07/29-08/01/13  | Arlington, VA     | Serve on Scientific Advisory Panel (FIFRA SAP) that will review scientific issues associated with Weight-of-Evidence: Evaluating Results of EDSF Tier I Screening   | Airfare: \$575.95<br>Mileage: \$18.08<br>Parking: \$28.00<br>Lodging: \$572.91<br>Meals: \$258.00<br>Other: \$13.73 | \$1,466.67       |

|  |                     |                |                |   |   |            |
|--|---------------------|----------------|----------------|---|---|------------|
| National Research Council (NRC)          | Bredfeldt, Tiffany  | 05/29-06/01/13 | Washington, DC | <p>Attended a Workshop on Risks of Unconventional Shale Gas Development. This was a public meeting where Tiffany participated as a discussant of a manuscript investigating public health risks associated with emissions from the development of unconventional natural gas resources.</p> | <p>Airfare: \$613.48<br/> Taxi: \$40.00<br/> Parking: \$28.00<br/> Baggage Fees: \$50.00<br/> Lodging: \$672.00<br/> Meals: \$162.79</p>    | \$1,566.27 |
| US EPA                                   | Erraguntla, Neeraja | 06/18-06/23/13 | Washington, DC | <p>Participated in the USEPA's Environmental Justice Technical Guidance Panel As a Science Advisory Board Panel Member.</p>   | <p>Airfare: \$468.75<br/> Transportation: \$250.00<br/> Baggage Fees: \$50.00<br/> Lodging: \$612.65<br/> Meals: \$200.70</p>               | \$1,582.10 |
| U.S. Nuclear Regulatory Commission (NRC) | Beleckis, Robert A. | 06/23-06/29/13 | Oak Ridge, TN  | <p>To attend the NRC Fundamental Health Physics III Course (FH-123) in Oak Ridge, Tennessee at the Oak Ridge Institute for Science and Education (ORISE) training center.</p>   | <p>Airfare: \$597.60<br/> Mileage: \$32.64<br/> Parking: \$49.00<br/> Baggage Fees: \$25.00<br/> Lodging: \$626.52<br/> Meals: \$302.00</p> | \$1,632.76 |



U.S. Nuclear Regulatory  
Commission (NRC)

Gonzalez, Anthony

06/17-06/21/13

Arlington, TX

Travel to attend Root Workshop Training Held  
at the Nuclear Regulatory Commission's  
Region IV Office.

\$1,214.19

Mileage:

\$212.44

Lodging:

\$693.75

Meals:

\$308.00

Totals:

\$8,870.99

\$8,870.99

## **Exhibit “C”**

### **Declaration of Third Party Reimbursement Forms for Supporting Documentation**

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name: Alicia Diehl  
 Travel Dates: May 7-9, 2013  
 Destination: Des Moines, Iowa  
 Reimbursing Organization: Association of State Drinking Water Administrators

## Purpose of the Trip:

Attend the EPA Region 6 Area Wide Optimization Program meeting co-sponsored by the EPA and the Association of State Drinking Water Administrators, to gain insight and information related to optimizing the ability of public water systems to protect public health and meet regulatory requirements of the Safe Drinking Water Act and its amendments.

| Expenses Paid by Reimbursing Organization | Expense Amount  | Comments |
|---|-----------------|----------|
| Airfare                                   |                 |          |
| Rental Car                                |                 |          |
| Cab, Bus, Train                           |                 |          |
| Mileage                                   | \$437.00        |          |
| Gas                                       |                 |          |
| Parking                                   |                 |          |
| Baggage Fees                              |                 |          |
| Lodging                                   | \$252.00        |          |
| Meals                                     |                 |          |
| Event Registration                        |                 |          |
| Other (Describe)                          |                 |          |
| Other (Describe)                          |                 |          |
| Other (Describe)                          |                 |          |
| <b>Total Reimbursement:</b>               | <b>\$689.00</b> |          |

ASC or Travel Coordinator: Elizabeth Nichols

Phone: 512 / 239-2529

Employee Signature: 

Date Signed: 6/28/13

Supervisor Signature: 

Date Signed: 7/10/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

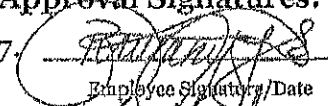
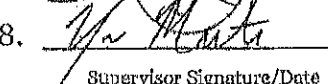
## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Brittany M. Lee
2. Dates of Travel: 7/7/2013
3. Destination: Shepherdstown, West Virginia
4. Purpose: TCF Mitigation and IRT Course
5. Reimbursing Organization: The Conservation Fund
6. Itemized Expenses:

| Description                     | Total           | Additional Comments                         |
|---------------------------------|-----------------|---|
| <b>Fares:</b>                   |                 |   |
| Public Transportation           | _____           | _____                                       |
| Rental Car                      | _____           | _____                                       |
| Air                             | _____           | _____                                       |
| Meals                           | <u>\$255.00</u> | <u>TCF paid for all states' lodging and</u> |
| Lodging                         | <u>\$390.00</u> | <u>meals for this trip.</u>                 |
| Parking                         | _____           | _____                                       |
| <b>Other:</b>                   | <u>\$75.00</u>  | <u>taxes</u>                                |
| Business Telephone Calls        | _____           | _____                                       |
| Personal Vehicle Mileage        | _____           | _____                                       |
| Seminar Registration/Fees       | _____           | _____                                       |
| Misc. (Describe under comments) | _____           | _____                                       |
| <b>Grand Total</b>              | <u>\$720.00</u> |   |

### Approval Signatures:

7.  7/7/2013  
Employee Signature/Date
8.   
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC 181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name: Roberta L. Grant  
 Travel Dates: 7-29-13 to 8-1-13  
 Destination: Arlington, VA  
 Reimbursing Organization: EPA - FIFRA

## Purpose of the Trip:

Serve on Scientific Advisory Panel (FIFRA SAP) that will review scientific issues associated with Weight-of-Evidence: Evaluating Results of EDSP Tier 1 Screening

| Expense: Paid by Reimbursing Organization | Expense Amount    | Comments                  |
|---|-------------------|---------------------------|
| Airfare                                   | \$575.95          | prepaid by EPA            |
| Rental Car                                |                   |                           |
| Cab, Bus, Train                           |                   |                           |
| Mileage                                   | \$18.08           |                           |
| Gas                                       |                   |                           |
| Parking                                   | \$28.00           |                           |
| Baggage Fees                              |                   |                           |
| Lodging                                   | \$572.91          |                           |
| Meals                                     | \$258.00          |                           |
| Event Registration                        |                   |                           |
| Other (Describe)                          | \$13.73           | Wii-fi connection in room |
| Other (Describe)                          |                   |                           |
| Other (Describe)                          |                   |                           |
| <b>Total Reimbursement:</b>               | <b>\$1,466.67</b> |                           |

ASC or Travel Coordinator: SBEA adm. assistant

Phone: 1139

Employee Signature: *Roberta Grant*

Date Signed: 8-5-13

Supervisor Signature: *W. H.*

Date Signed: 8-5-13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on this form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov. Code, Chapter 672.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-16 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:

Tiffany Bredfeldt

Travel Dates:

05/29/2013-06/01/2013

Destination:

Washington DC

Reimbursing Organization:

National Research Council (NRC)

## Purpose of the Trip:

Attended a Workshop on Risks of Unconventional Shale Gas Development. This was a public meeting where Tiffany participated as a discussant of a manuscript investigating public health risks associated with emissions from the development of unconventional natural gas resources.

| Expenses paid by Reimbursing Organization | Expense Amount    | Comments                                    |
|---|-------------------|---|
| Airfare                                   | \$613.48          | paid by NRC, booked by their travel agent   |
| Rental Car                                |                   | NA  |
| Cab, Bus, Train                           | \$40.00           | cab   |
| Mileage                                   |                   | NA  |
| Gas                                       |                   | NA  |
| Parking                                   | \$28.00           | parking at airport                          |
| Baggage Fees                              | \$50.00           | 25.00 each way                              |
| Lodging                                   | \$672.00          | paid by NRC, federal per diem               |
| Meals                                     | \$162.79          | cost includes meals provided on site by NRC |
| Event Registration                        |                   | NA  |
| Other (Describe)                          |                   |   |
| Other (Describe)                          |                   |   |
| Other (Describe)                          |                   |   |
| <b>Total Reimbursement:</b>               | <b>\$1,566.27</b> |   |

ASC or Travel Coordinator:

Mary Ann Kasper, NRC

Phone:

210-334-1816

Employee Signature:

Tiffany Bredfeldt

Date Signed:

09/16/13

Supervisor Signature:

Roberta Hunt

Date Signed:

9-16-13

The employee and supervisor each must sign the information provided on this form and forward it to the Travel Unit at MC-16. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to 104 Govt Code Chapter 22A.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit (MC-18) within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:

NEERAJA K. ERRAGUNTEA

Travel Dates:

JUNE 18 to JUNE 23, 2013

Destination:

WASHINGTON DC

Reimbursing Organization:

US EPA

Purpose of the Trip:

Participated in the USEPA's Environmental Justice Technical Guidance Panel as a Science Advisory Board Panel member

| Expenses Paid by Reimbursing Organization | Expense Amount | Comments  |
|---|----------------|-----------|
| Airfare                                   | \$ 468.75      |           |
| Rental Car                                |                |           |
| Cab, Bus, Train                           | \$ 250.00      |           |
| Mileage                                   |                |           |
| Gas                                       |                |           |
| Parking                                   |                |           |
| Baggage Fees                              | \$ 50.00       |           |
| Lodging                                   | \$ 612.65      |           |
| Meals                                     | \$ 200.70      |           |
| Event Registration                        |                |           |
| Other (Describe)                          |                |           |
| Other (Describe)                          |                |           |
| Other (Describe)                          |                |           |
| Total Reimbursement:                      |                | \$1582.10 |

ASC or Travel Coordinator:

Tera Heinzke

Phone:

512-239-3100

Employee Signature:

Neeraja Erraguntea

Date Signed:

8/6/13

Supervisor Signature:

Robert Shant

Date Signed:

8-7-13

The employee and supervisor signatures certify that the information provided is true and correct, and that the amount shown on this form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Executive Code Chapter 525.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit, MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name: Robert A. Beleckis  
 Travel Dates: June 23-29, 2013  
 Destination: Oak Ridge, TN  
 Reimbursing Organization: U.S. Nuclear Regulatory Commission (NRC)

## Purpose of the Trip:

To attend the NRC Fundamental Health Physics III Course (H-123) in Oak Ridge, Tennessee at the Oak Ridge Institute for Science and Education (ORISE) training center.

| Expenses Paid by Reimbursing Organization | Expense Amount    | Comments                            |
|---|-------------------|-------------------------------------|
| Airfare                                   | \$597.60          | Paid directly to American Airlines. |
| Rental Car                                |                   |                                     |
| Cab, Bus, Train                           |                   |                                     |
| Mileage                                   | \$32.64           |                                     |
| Gas                                       |                   |                                     |
| Parking                                   | \$49.00           |                                     |
| Baggage Fees                              | \$25.00           |                                     |
| Lodging                                   | \$626.52          |                                     |
| Meals                                     | \$302.00          |                                     |
| Event Registration                        |                   |                                     |
| Other (Describe)                          |                   |                                     |
| Other (Describe)                          |                   |                                     |
| Other (Describe)                          |                   |                                     |
| <b>Total Reimbursement:</b>               | <b>\$1,632.76</b> |                                     |

ASC or Travel Coordinator: Rose Ernst Phone: 512-239-6481

Employee Signature: Robert A. Beleckis Date Signed: 7/24/2013

Supervisor Signature: Gary L. Smith Date Signed: 7/24/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on this form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to 16x Gov Code, Chapter 670.



# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name: Antonio Gonzalez  
 Travel Dates: June 17-21, 2013  
 Destination: Arlington, Texas  
 Reimbursing Organization: Nuclear Regulatory Commission

## Purpose of the Trip:

Travel to attend Root Workshop Training Held at the Nuclear Regulatory Commission's Region IV Office.

| Expense Paid by Reimbursing Organization | Expense Amount    | Comments |
|--|-------------------|----------|
| Airfare                                  |                   |          |
| Rental Car                               |                   |          |
| Cab, Bus, Train                          |                   |          |
| Mileage                                  | \$212.44          |          |
| Gas                                      |                   |          |
| Parking                                  |                   |          |
| Baggage Fees                             |                   |          |
| Lodging                                  | \$693.75          |          |
| Meals                                    | \$308.00          |          |
| Event Registration                       |                   |          |
| Other (Describe)                         |                   |          |
| Other (Describe)                         |                   |          |
| Other (Describe)                         |                   |          |
| <b>Total Reimbursement:</b>              | <b>\$1,214.19</b> |          |

ASC or Travel Coordinator: Rose Ernst Phone: 239-6481

Employee Signature:  Date Signed: 8/29/2013

Supervisor Signature: Gary L. Smith Date Signed: 9/3/13

The employee and supervisor signatures certify that the information provided is true and accurate and that the employee will not use the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to 15 C.F.R. 101.60.


## **Exhibit “D”**


### **Executive Director’s Approval Memorandum**


# TCEQ Interoffice Memorandum

---

**To:** Zak Covar  
Executive Director

**From:** Elizabeth West, Senior Attorney   
Contracts, Employment Law and Ethics  
General Law Division

David Timberger, Director   
General Law Division

Caroline M. Sweeney, Deputy Director   
Office of Legal Services

**Date:** September 16, 2013

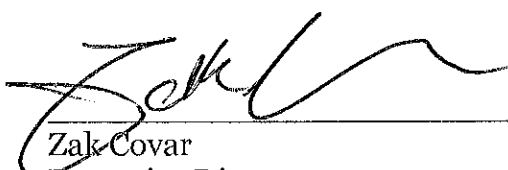
**Caption:** **Docket No. 2013-1657-MIS:** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

Before the Commission can acknowledge the acceptance of gifts and donations with a value of \$500 or more listed in Exhibit "B," the gifts must be accepted by the agency.

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." Your signature below is needed to accept the aforementioned and referenced exhibits. We recommend you sign this form and accept the gifts.

I acknowledge and accept the gifts listed in Exhibit "B," on behalf of the Texas Commission on Environmental Quality.

  
Zak Covar  
Executive Director

Date: 9/20/13